



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

SENIOR ELECTRIC UTILITY ENGINEER #43-08-730
Open/Promotional

MONTHLY SALARY RANGE: \$ 8,146 - \$ 9,895 (Longevity Pay up to \$ 10,396)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

Minimum Requirements

- Age: Minimum - 18 years
- Graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering and three (3) years experience in electric utility engineering work or;
- Graduation from an accredited college or university with a Bachelor's Degree in Engineering and four (4) years experience doing electric utility engineering work or;
- Ten (10) years experience doing electric utility engineering work and satisfactory completion of a qualifying written examination.

Possible Substitutions:

- A Master's Degree in electrical, mechanical or civil engineering from an accredited college may be substituted for one year of experience (proof of receipt of an Engineer-In-Training certificate may be substituted for the qualifying written examination).
- Candidates from a non-accredited college or university must demonstrate equivalency. Registration as a professional electrical, mechanical or civil engineer in the State of California may be substituted for accreditation equivalency.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS:

- Applicants, at time of filing application, must possess:
- A valid California Driver's license.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

An incumbent in this position may be assigned to work in the operations, generation, transmission, planning, distribution, or substation groups of the Electric Utility Department as the need is determined.

APPLICATIONS:

An "on-line" Employment Application and Supplemental Application can be downloaded from the following website address: http://santaclaraca.gov/hr_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

To be considered for this position, candidates must submit application packets that include all of the following: **1) Employment Application, 2) Supplemental Application, AND 3) a detailed résumé**; applicants who do not submit all required application materials will be **disqualified** from the examination process. Application packets must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Tuesday, July 8, 2008.** FAX number is (408) 247-5627.

May 22, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

43-08-730
RECRUITMENT NUMBER

SENIOR ELECTRIC UTILITY ENGINEER # 43-08-730 (continued)

EXAMINATION WEIGHTS/DATES:

Written Examination	---	Qualifying Supplemental	---	At time of application
Oral Examination	---	100 %	---	Week of July 21, 2008 (Tentative)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment. Permanent City employees who pass the exam process will have (5) preference points added to their final score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the electrical, mechanical and civil engineering principles, practices, procedures, materials and equipment used in the planning, design, cost estimation, technical and economic analysis, construction, operation, repair and maintenance of electric utility generation, substation, transmission, distribution, street lighting, metering and other facilities; theory of electric utility operation (i.e., generation, transmission and distribution of three-phase, alternating current power); basic principles of supervision and personnel administration.

Ability to: Understand and follow oral and written instructions and to analyze engineering problems, calculate and report solutions; effectively interface with the general public including customers and other City employees.

TYPICAL DUTIES:

Each position in this classification may not include all of the duties listed below, nor do the examples cover all duties that may be performed: Plans, directs, coordinates and performs or assists in the planning, design, analysis, study, construction and equipment installation of electric utility system expansion projects, including: generation projects, substation projects, transmission and distribution projects, supervisory control and relaying projects, street lighting projects and other electric system facilities. Prepares, conducts, analyzes and assists in testing electric utility equipment for the City Electric Utility. Directs, prepares or assists in the preparation of standards, layout and construction drawings, equipment specifications and design procedures for electric facilities. Prepares or directs and reports the results of load forecasts and analyses, system expansion studies, and other power system studies, analyses and calculations. Formulates, prepares or directs preparation and recommends general operating procedures and guidelines, and operating manuals for system facilities including substations, transmission and distribution, and generation. Prepares or directs the preparation of necessary reports to regulatory agencies. Provides customer assistance and information to other City Departments on technical matters relevant to electric utility expansion, design, operation and procedures. May act as resident engineer during project construction, major maintenance activities or significant studies/projects of a similar nature. May direct preparation of, or prepare, inputs for Department budget. Does related work as required.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo4.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050



City of Santa Clara

SUPPLEMENTAL APPLICATION Senior Electric Utility Engineer, #43-08-730



FINAL FILING DATE: Tuesday, July 8, 2008

Name (Last, First, Middle): _____

As specified in the job announcement, **all applicants must complete this Supplemental Application** in order to be considered for this position. This questionnaire is designed to assist in evaluating your qualifications for this position; therefore it is to your advantage to be as **specific, complete, and clear** as possible. Your answers to these questions, along with the rest of your application materials, will be used to help select the **most qualified candidates** who will continue in the selection process. Applications submitted without **complete answers to all questions** in this Supplemental Application will be **automatically disqualified**. A résumé or Letter of Interest and Intent will not be accepted in lieu of the Supplemental Application.

Respond fully to each question, describing your specific relevant education, training, and/or experience. **Responses must be typewritten** (word processed) and limited to one 8 ½" X 11" page per question (font size no smaller than Arial 10-point); any information that exceeds the one page per question will not be considered. Please **sign this document** below and submit it along with all completed application materials to: City of Santa Clara; Human Resources Department; 1500 Warburton Avenue; Santa Clara, CA 95050.

1. Please describe what coursework or professional training you successfully completed that has helped prepare you for the duties and requirements of an Senior Electric Utility Engineer. Please include the course title, college, university, or agency attended, hours completed and dates the courses were taken.
2. Please describe your Electric Utility Career experience in the area of System Studies.
3. Please describe your Electric Utility Career Planning experience in the following areas:
 - Capacity Planning for a distribution system
 - Capacity Planning for a transmission system
 - New Commercial and/or Industrial Service Planning
 - Generation Interconnection Review and Planning
4. Please describe any additional Electric Utility Experience you have in the following areas:
 - Protection Engineering
 - Transmission Design & Construction
 - Distribution Design and Construction
 - Distribution System Operations & Maintenance
 - Generation Design and Construction
 - Generation Operations and Maintenance
 - Substation Design and Construction
 - Substation Operations and Maintenance
 - CADA & Telecommunications Engineering & Operations
 - Developing Design Standards and Equipment Specifications
5. Please describe your Electric Utility Cost Estimating, Budgeting, and Project Management experience.
6. Please describe your Supervisory experience.

With my signature below, I affirm that my responses to the above questions are true to the best of my knowledge. I further understand that providing false or misleading information is grounds for disqualification from the examination process or termination after employment.

SIGNATURE

DATE